



Don Mahesh Muthukuda

Procurement Manager

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Abu Hail, 49-31 22 B St. Dubai, United Arab Emirates

Profile/Summary

Procurement Manager with 25+ years of experience, an excellent proven track record of successful initiation & execution in project stage to Pre-opening & Operational experience in various hospitality companies in the UAE. With lots of key transferable skills along the years, which I can make fast & immediate impact to the establishments. Robust negotiations with vendors to obtain the best value for money. Analyzing detailed procurement reports. Implementing procurement policies & procedures. Proactively work with all stakeholders to maximize guest comfort & satisfactions to create a memorable moment to the Guests. Ensure applied KPIs are fulfilled & sets measurable performance standards, objectives to achieve goals. Set key milestones for the business with proactive planning and evolving procurement strategies. With excellent managerial skill building work relationship with subordinates & business partners to maintain up-to-date product database. Proficient in MS Office products (Word, Excel, PowerPoint) & FMC, JANA systems. Actively involved in procurement processes; budgeting, sourcing, purchasing, receiving, storing, distributing & record keeping to ensure smooth operation. Motivated to achieve results by precise delegation & communication with fellow team members.

Key Skills

- Leadership & Organizational expertise
- Communication & Interpersonal skills
- Strong problem-solving abilities
- Strategic Planning & Structuring Tasks
- Excellent Managerial skills
- Professional work ethics
- Contract Management & Execution
- Supplier Development & Relationship Management
- Excellent negotiation, preparation & execution
- Positive & Proactive Thinker

Career History/Experience

Materials Manager | Two Season Hotels & Apartments (Previously Yassat Gloria Hotels Apartment by Gloria) - Media City, Dubai, United Arab Emirates | 01/2019 – Present

Locally branded, Hotel & Apartment property (Inventory 1000 rooms - 500 hotel rooms & 500 Apartments)

- Develop, implement and evaluate solutions to business problems
- Development of purchasing processes, procedures and maintain positive work relationship with all stakeholders.
- Manage Subordinates to comply with organizational and regulatory requirements while optimizing their productivity.
- Delegate team members in order to increase the efficiency and productivity, by setting targets & ensuring those are achieved. Set Key Performance Indicators (KPIs) to achieve the best results.
- Establish, implement & monitoring budgets including OSE & FFE; sourcing, purchasing and generate tracking reports to monitor budget spends & ensure timely deliveries & installation of FFE items.
- Ensure Food & Beverage, General goods, Guest Supplies, Bed & Bath, Table Linen, and other consumables are purchased & monitored for timely deliveries of right products to support the operation.
- Ensure the products on zero stock levels are available on time for relevant end user's smooth operation
- Review and monitor Key components of service level agreement (SLA). Set KPIs to review and monitor periodically to measure the performances & responsibilities between stakeholders
- Effectively negotiate to procure supplies & services on the best price and value without exceeding allotted funds. "Value for money" maintaining the brand & quality standards of the organization.
- Successfully negotiate with Vendors for goods & services utilizing rebates, consolidation of goods & volume discounts. And actively manage the bidding process.

- Analysis of information; generate and maintain the potential cost savings reports for products & services by identifying and eliminating waste & unnecessary costs.
- Maintain supplier business relationship, development and negotiate optimum payment terms for the well being of the organization.
- Manage the stores operation & uphold company health & safety, quality assurance and control procedures.
- Ensure the level of control, accurate records, in all transactions, using FIFO method to minimize wastage to optimal level to reduce the cost.
- Enforce & maintain the Sustainability Program; which create an environmentally friendly atmosphere for the diners and guests in the hotel; Implement HACCP & ISO 22000 Standard & monitoring the best practices.
- Execute tasks/requests in timely manner & cooperate with all departments to enhance the working relationship.
- Ensure the quality & the standards to enhance guest comfort, experiences & satisfaction, to create memorable moments to the Guests.

Procurement & Logistic Manager | Das Hospitality Development Projects LLC - Palm Jumeirah Dubai, United Arab Emirates | 10/2013 – 12/2018

Emerging 5 property, The Langham Hotels & Resort (323 Luxury Rooms) in the Palm Jumeirah*

- Presided over the Project & pre-opening stage of the Beach Resort for the holding company. And administered all procurement tasks for the project, from sourcing, budgeting, purchasing to supply and reviewed all specifications with due diligence.
- Managed the budgets successfully for OSE & FFE procurement. Precisely identified the products for F&B concepts honoring the hotel brand standards.
- Coordinated with contractors & designers (Aedas) and sustained a consistent workflow to obtain the approvals needed to achieve the set milestones. Planned & managed the resources and ensured that all commercial activities were processed efficiently and in compliance with the company's policies & procedures.

Deputy Group Purchasing Manager | Abjar Hotels International LLC Group - Deira, Dubai, United Arab Emirates | 03/2011 – 07/2013

Corporate office for 9 Hotel properties (Inventory of 2125 Rooms)

- Holding company for 9 Hotel properties – Adopted the role as Deputy Group Purchasing Manager. Oversaw activities in centralized purchasing department for 9 Hotels; 4 Hotels of Holiday Inn Express (3*|989 Rooms), Ramada Bur Dubai (4*|174 Rooms), Crown Plaza Jumeirah (4*|252 Rooms), Ritz Carlton JBR Dubai (5*|148 Rooms), Crown Plaza Deira (5*|300 Rooms), Sheraton Creek Dubai (5*|262 Rooms)
- Collaborated and implemented a unified purchase strategy across the properties in the group, to incur low costs while equivalently maintaining the appropriate quality standards required. Comprehensively negotiated consolidated contracts on commodities and SLAs to save overall cost of 30-40%, - in 9 properties.
- Administered all procurement tasks including OSE & FFE from sourcing, budgeting, purchasing to timely deliveries & installations on FFE items
- Actively involved in Pre-Opening of Crown Plaza Jumeirah & Ritz Carlton Jumeirah Beach walk extension and fully renovation works in Sheraton Creek Dubai.

Materials Manager | Moven Pick Hotels & Resorts | Pre-Opening - Dubai Marina, Dubai, United Arab Emirates

07/2010 – 02/2011

5 Hotel (294 rooms), 4 Outlets*

- Implemented & established, procedures and policies for the efficient execution of the pre-opening stage.
- Contributed to the Purchasing and Materials system interface set-up (Supplier data, Credit facility, Article data, Cost Center etc.). Modeled cost savings of 15-20% for products and services, through effective contract negotiations.

Purchasing Manager | Marriott Harbor Hotel | Pre-Opening - Dubai Marina, Dubai, United Arab Emirates | 06/2007 – 04/2010

Marriott Harbor Hotel & Suites (Previously managed by Emirates Airline Group) 5 Hotel (232 rooms), 3 Outlets*

- Worked since the Pre-opening of the hotel. Implemented the policies and procedures for the execution of the pre-opening stage and supplementary contributed to the Purchasing and Materials system interface set-up (Supplier data, Credit facility, Article data, Cost Center etc.).
- Administered all procurement tasks including OSE & FFE from sourcing, budgeting, purchasing to timely deliveries & installations on FFE items
- Boosted the efficiency & productivity of the department by establishing & monitoring the (KPIs) for individuals.

Purchasing Manager | One & Only Royal Mirage Hotel & Residence | Pre-Opening - Dubai Marina, Dubai, United Arab Emirates | 06/1999 – 05/2007

5 Resort Hotel (400 rooms & 55 residences), 12 outlets*

- Worked since Pre-opening, established policies and procedures of the procurement department and supplementary contributed to the Purchasing and Materials system interface set-up (Supplier data, Article data, Cost Centers etc.).
- Administered all procurement tasks including OSE & FFE from sourcing, budgeting, purchasing to timely deliveries & installations on FFE items
- Boosted the efficiency & productivity of the department by establishing & monitoring the (KPIs) for individuals.
- Efficiently negotiated, consolidated contracts on products and services, to overall cost savings of 25-30%.

Early Career Details

- **Cost Controller | Golden Ring Resort 4* Property | 01/1997 - 12/1998** | Dubai, UAE
- **Cost Controller | Jebel Ali Hotel & Golf Resort 5* Property | 10/1988 – 12/1996** | Dubai, UAE
- **Receptionist | Blue Oceanic Beach Hotel 3* Property | 01/1988 – 08/1988** | Negombo, Sri Lanka
- **Accounts Clerk | Sea Shells Beach Hotel 3* Property | 01/1987 – 12/1987** | Negombo, Sri Lanka

Career Highlights

Overall Cost Savings Project | Das Hospitality Development Project LLC | 10/2013 -12/2018

- Accumulated approximate cost savings of 4 million dirhams, through rigorous negotiations and picking out the right suppliers for the necessary products.
- Made an approximate storage cost savings of 2.5 million AED by creating storage spaces, in the void areas of the property, together with contractors to store pre-planned received items, when project delay was incurred.

Energy Savings Project | One & Only Royal Mirage | 06/1999 – 05/2007

- Contributed to energy cost savings by 25-30%, by introducing a precise LED light and sensor system in relevant areas of the hotel, in collaboration with the engineering department.

Education

- **Law | University of Colombo** - 08/1985 – 10/1986 | Colombo, Sri Lanka
One-year completed - As I was so passionate, Redirected and pursue to join & work in Hospitality Industry
- **GCE Advance Level - High School | De Mazenod College** - 01/1981 – 12/1984 | Kandana, Sri Lanka
- **GCE Ordinary Level | St. Aloysius Seminary** - 01/1978 – 1/1980 | Colombo, Sri Lanka
- **Professional Certification | American Purchasing Society**
CPPM & CPP Certification - 02/2017 | Dubai, United Arab Emirates